

**RESOLUTION NO. 2021-27**

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2021,  
AND REPEALING RESOLUTION NO. 2019-24**

**WHEREAS**, the City Code Section 34.02 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 34.03; and

**WHEREAS**, certain fees and charges have been previously set by Resolution 2019-24; and

**WHEREAS**, the City Council adopted Resolution No. 2020-40 and Resolution No. 2020-81 delaying fee and charges increase during FY 2020-21; and

**WHEREAS**, staff is proposing a three percent increase in fees in accordance with City Code Section 34.03; and

**WHEREAS**, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

**WHEREAS**, a duly-noticed Public Hearing was held on June 14, 2021.

**NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:**

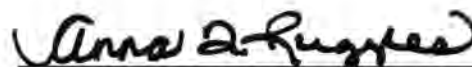
**Section 1.** The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2021.

**Section 2.** Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2021.

**Section 3.** Resolution 2019-24 is hereby repealed upon the effective implementation date of the foregoing fees.

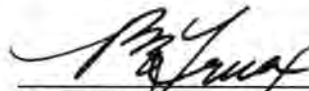
**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 14<sup>th</sup> day of June, 2021.



Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 14<sup>th</sup> day of June, 2021.



Peter B. Truax, Mayor

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## Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2019	ADOPTED FEES AS OF JULY 1, 2021
Amendment to Map	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Amendment to Text	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Annexation	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit per ORS 227.175(10))	\$250.00 (limit per ORS 227.175(10))
Appeal of Planning Commission Decision	\$443.00	\$456.00
Multi-Family & Commercial Design Review	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Conditional Use	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,426.00	\$1,470.00
Final Expedited Land Division	\$437.00	\$450.00
Historic Designation	\$45.00	\$46.50
Lot Line Adjustment	\$87.00	\$90.00
Preliminary Partition	\$1,426.00	\$1,470.00
Final Partition	\$437.00	\$450.00
Plat and Street Vacation	\$2,163.00	\$2,230.00
Preliminary Planned Development	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Final Planned Development	\$2,335.00	\$2,405.00
Development Agreements	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Renovation Grant	\$0.00	\$0.00
Other Type II Actions	\$87.00	\$90.00
Other Type III Actions	\$174.00	\$180.00
Sign Permit	\$87.00+ \$3.96/sq. ft. (maximum fee of \$2,147)	\$90.00+ \$4.08/sq. ft. (maximum fee of \$2,210)
Site Plan Review		
Non-Residential		
Non-Residential	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Non-Residential Additions	\$1,274.00	\$1,312.00
Residential		
New Residential - Five or less units	\$387.00 + \$136.06/unit over 1	\$399.00 + \$140.14/unit over 1
New Residential - Six or more units	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Residential Additions & Accessory Structures	\$84.50	\$87.00
Preliminary Subdivision	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*
Final Subdivision	\$1,023.00	\$1,054.00
Street Tree Fee	\$413.00	\$426.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$87.00/hour with a \$3,000 deposit*	\$90.00/hour with a \$3,000 deposit*

\*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/19

Adopted Fees - 7/1/21

### **PARKS AND RECREATION**

#### Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$57.90 per hour: \$463.00 max	\$59.75 per hour: \$478.00 max
Lincoln Park Stadium & Turf Field (Out of City)	\$115.80 per hour: \$926.00 max	\$119.50 per hour: \$956.00 max
Bond Field (every 2 hour rental)	\$43.25 (in-city); \$86.5 (out)	\$44.50 (in-city); \$89.00 (out)
Sherman Field (every 2 hour rental)	\$35.85 (in-city); \$71.70 (out)	\$36.00 (in-city); \$72.00 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$29.00 (in-city); \$58.00 (out)	\$30.00 (in-city); \$60.00 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$29.00 (in-city); \$58.00 (out)	\$30.00 (in-city); \$60.00 (out)
Thatcher Park Softball Field (every 2 hour rental)	\$14.75 (in-city); \$29.5 (out)	\$15.00 (in-city); \$30.00 (out)
Shelter (4 Hour Period)	\$54.00 (in-city); \$108.00 (out)	\$55.50 (in-city); \$111.00 (out)

#### Light Charge

Soccer Field - Lincoln Park or Thatcher	\$51.50 per hour	\$53.00 per hour
Bond Field	\$51.50 per hour	\$53.00 per hour
Sherman Field & Thatcher Park Softball (per field)	\$25.75 per hour	\$26.50 per hour
Lincoln Park Practice Field	\$25.75 per hour	\$26.50 per hour

### **ENGINEERING**

Public Improvements Review & Inspection Fee	\$143.00 per hour	\$143 per hoior
Excavation Permit	\$37.00	\$50.00
Permit to Deposit on Streets (per permit)	\$55.00	\$40.00
Tourist-Oriented Signs	\$125.00	\$128.75
Recording Fees	County Fee plus \$15.50	County Fee plus \$16.00
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.10
Larger than 8.5x11	\$0.25	\$0.20
Large Format Copies - Plotter		
24"X36"		\$7.50
36"X48"		\$15.00

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/19	Adopted Fees - 7/1/21	
<b>WATER</b>			
Water Shut-Off/On During Public Works Business Hours (Customer Request)	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	\$196.00	\$202.00	If determined by Public Works Director to be circumstances beyond control of property owner, fee may be waived.
<b>Water Connections - Drop In</b>			
3/4-inch Meter	\$346.75	\$357.00	
1-inch Meter	\$346.75	\$357.00	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
<b>Water Connections - Full Service</b>			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
<b>SEWER</b>			
Sewer Connection Inspection	\$73.00	\$75.25	
Residential Sewer Lateral	Actual cost	Actual cost	\$2,000 deposit
Sewer Dye Test	\$97.00	\$100.00	
<b>LIGHT AND POWER</b>			
<b>Main Street Auditorium Rental</b>			
Non-Profit Group (per hour)	\$45.60 min; \$130.00 max	\$47.00 min; \$134.00 max	
For-Profit Group(per hour)	\$63.65 min; \$181.25 max	\$65.75 min; \$186.75 max	
Electric Shut-Off/On After Business Hours (Customer Request)	Costs of Labor, Vehicles, and Materials	Costs of Labor, Vehicles, and Materials	If determined by Light & Power Director to be circumstances beyond control of property owner, fee may be waived.

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/19

Adopted Fees - 7/1/21

### **POLICE**

#### Copies

Reports	\$18.25 + \$.20/p over 10	\$18.75 + \$.10/p over 10
Audio Cassette /VHS Tape	\$38.00	\$39.00
Burn CD/DVD	\$26.00	\$26.75
Photographs Burned to CD/DVD	\$26.00 (up to 30 photographs per disc)	\$26.75 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.65 per duplicate photograph copy	\$0.70 per duplicate photograph copy
Color Photograph Print	\$6.75 per sheet	\$7.00 per sheet
Citation Copy	\$6.75	\$7.00
Radar Certification Copy	\$6.75	\$7.00
Record Check Letter	\$46.35	\$47.75
Body Camera Footage Public Records Request	\$95.50 first ten minutes of footage \$79.60 each additional 10 minutes of footage	\$98.50 first ten minutes of footage \$82.00 each additional 10 minutes of footage
Release Impounded/Immobilized Vehicle	\$134.00	\$138.00
After-Hours Release Impounded/Immobilized Vehicle	\$177.00	\$182.50
Damage to Boot Immobilizer Fee	\$121.40 plus cost to repair/replace	\$125.00 plus cost to repair/replace
Event Security - Officer Reimbursement	\$80.00 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)	\$82.50 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)
Miscellaneous Permits		
Event Permit	no fee	no fee
Temporary Street Closure	\$20.25	\$20.25

### **FIRE**

Report Copies (after 1 free copy to customer)	\$18.25 + \$.20/p over 10	\$18.75 + \$.10/p over 10
Emergency Response Cost Recovery Fees & Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)		
Motor Vehicle Incidents: \$275 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$425 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/19

Adopted Fees - 7/1/21

### LIBRARY

#### Rogers Room Rental Fee

Whole Room (per hour)	\$16.20	\$16.70
One Half (Divider Closed - per hour)	\$8.10	\$8.35
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

### CITY RECORDER

City Council Printed Meeting Packet		\$18.75 + \$.10/p over 10
Liquor License		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$20.00	\$20.00
Noise Variance Permit	\$20.25	\$20.25
Copies		
Audio Cassette /VHS Tape	\$37.85	\$39.00
Burn CD/DVD	\$26.00	\$26.75
Photographs Burned to CD/DVD	\$26.00 (up to 30 photographs per disc)	\$26.75 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.67 per duplicate photograph copy	\$0.70 per duplicate photograph copy
Document Copy	\$18.25 + \$.20/p over 10	\$18.75 + \$.10/p over 10

### ALL DEPARTMENTS

Research Fee - City Staff (per hour)	\$65.00	\$67.00	
Research Fee - City Attorney's Office	Attorney's Hourly Billing Rate plus costs	Attorney's Hourly Billing Rate plus costs	(Billed in 15 minute increments: no charge for first 30 minutes)

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/19

Adopted Fees - 7/1/21

### ADMINISTRATIVE SERVICES

Hydrant Permit	\$56.65	\$58.50	
Lien Search	\$30.00	\$31.00	
Reserve Parking (monthly)	\$26.00	\$26.75	
Passport Processing Fee	Fee set by State Department	Fee set by State Department	
Returned Item Processing Fee	\$31.00	\$32.00	
Utility Bill Inserts	\$225.00	\$232.00	
Utility Billing Account Set-Up Fee - In-City	\$23.00	\$23.70	
Utility Billing Account Set-Up Fee - Out-of-City	\$46.00	\$47.40	
Utility Billing Account Transfer Fee - In-City	\$12.25	\$12.60	
Utility Billing Account Transfer Fee - Out-of-City	\$24.50	\$25.20	
Door Hanger Fee - In-City	\$16.00	\$16.50	
Door Hanger Fee - Out-of-City	\$32.00	\$33.00	
Failure to Keep Payment Arrangements	\$12.50	\$13.00	
Convenience Fee for Telephone Payment Execution	\$8.50	\$8.75	
Non Payment Disconnect Fee	\$39.00	\$40.00	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	\$39.00	\$40.00	Charged at the time of reconnect.
After City Hall Business Hours Additional Surcharge	\$130.50	\$134.50	
Meter Tamper/Damage Fee (per meter)	\$228.00	\$235.00	Plus cost to repair/replace each meter

### BUSINESS LICENSES

First Time Application Fee	\$29.40	\$30.25	
Annual Renewal			
Businesses with 0 to 2.5 employees	\$41.00	\$42.50	
Businesses with 3 to 4.5 employees	\$58.50	\$60.50	
Businesses with 5 to 10.5 employees	\$87.50	\$90.00	
Businesses with 11 to 50.5 employees	\$117.00	\$120.50	
Businesses with 51 or more employees	\$117.00 plus \$1.18/employee over 50 (Capped at \$292.50 annually)	\$120.50 plus \$1.20/employee over 50 (Capped at \$300.00 annually)	
Temporary/Transient Businesses			
First Time Application Fee	\$29.40	\$30.25	
Up to 30 days of operation	\$17.50	\$18.00	
Between 31 and 60 days of operation	\$35.00	\$36.00	
Over 61 days of operation	Treated as a business	Treated as a business	



A place where families and businesses thrive.

**CITY COUNCIL STAFF REPORT**

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>06/14/2021</u>
FINAL ACTION:	<u>RESO 2021-27</u>

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *June 14, 2021*

**PROJECT TEAM:** *Paul Downey, Director of Administrative Services*

**SUBJECT TITLE:** *Setting Fees & Charges Effective July 1, 2021*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

**ISSUE STATEMENT:** City Code Section 34.02 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 34.03. That section states that adjustments to fees and charges shall be based on the CPI or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

**BACKGROUND:** Staff has prepared the proposed fee schedules using a general cost increase of 3.0% based on the projected total wage and benefit increase as is the proposed rate for aquatic fees.

Some fees have been rounded in some instances to eliminate creating change issues for some departments. Some fees have not been changed as they are set by the State (e.g. liquor licenses) or other agencies such as WCCLS. Water meter connections over 3/4" are charged at actual cost so a specific fee is not set. Connections can take different lengths of time to install depending on the site conditions so the actual cost based on time is charged.

Aquatic fees are not included in this resolution as the Council will be asked to increase those fees in a separate action tonight. Building permit fees are not proposed to be changed at this time.

The following fees are being removed as the fee is no longer charged or technology has eliminated the need for the fee: 1) Library Late Fines; 2) Library Collection Agency fees; 3) City Council Packet Subscription (per 6 mos.); and 4) City Council Agenda Annual Subscriptions. A City Council Printed Packet is being added at the same rate for other printed documents.

The Research Fee – City Staff per hour is being changed to state the fee is charged in 15 minute increments and that there is no charge for the first 30 minutes similar to how other cities charge

this fee. The cost for 8.5 X 11 copies is being lowered to 10 cents per page to reflect lower cost per copy the City is charged for its copy machines.

During the coming fiscal year, staff will be doing a comprehensive fee review to compare the fees the City charges to other cities in Washington County. Staff also intends to put a fee book of the fees, rates, and charges into one document which will be made available on the City's website.

**FISCAL IMPACT:** The proposed fee increases should increase fee revenue to the City but the projected revenue increase is dependent on the volume of transactions that occur.

**STAFF RECOMMENDATION:** Staff recommends that the City Council approve the attached resolution.

**ATTACHMENTS:**

Resolution Setting Fees & Charges, Effective July 1, 2021, and Repealing Resolution No. 2019-24, Exhibit 1 – Planning Fees, and Exhibit 2 – Forest Grove Fee Schedule



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## **NOTICE OF PUBLIC HEARING PROPOSED RESOLUTIONS INCREASING VARIOUS FEES AND CHARGES FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold Public Hearings on **Monday, June 14, 2021, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting resolutions that would increase various fees and charges and Aquatic fees by three (3%) percent for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2021.

**COVID-19:** During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium, 1915 Main Street, is open and has limited availability and social distancing measures. The City Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder’s Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). A copy of the staff report and proposed fees are available and published on the City's website at <https://www.forestgrove-or.gov/meetings>. To provide public testimony by Zoom Webinar, please email [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov) at least 24 hours prior to the hearing.

**Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove**

Published Thursday, June 3, 2021  
FG NewsTimes



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**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Washington, Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **News Times**, a newspaper of general circulation, serving Forest Grove in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Forest Grove  
NOTICE OF PUBLIC HEARING PROPOSED  
RESOLUTIONS INCREASING VARIOUS  
FEES AND CHARGES FOR THE CITY OF  
FOREST GROVE**

**Ad#: 204223**

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):  
**06/03/2021**

*Charlotte Allsop*

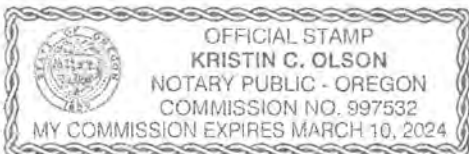
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
06/03/2021.

*Kristin C. Olson*

NOTARY PUBLIC FOR OREGON

Acct #: 104052  
**Attn: Anna D. Ruggles**  
FOREST GROVE, CITY OF  
PO BOX 326  
FOREST GROVE, OR 97116



**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTIONS INCREASING  
VARIOUS FEES AND CHARGES  
FOR THE CITY OF FOREST GROVE**

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**Anna D. Ruggles, CMC, City Recorder**  
City of Forest Grove  
Publish June 3, 2021

NT204223